



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

REPLY TO
ATTENTION OF:

ATZH-TB

6 June 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 16: Brigade Staff Duty

1. The Staff Duty Officer (SDO) serves as the Brigade Commander's personal representative after normal duty hours. Monday through Thursday the SDO/NCO tour of duty is from 1600 until 0800 the next day (or until relieved by BDE S3). Friday duty is from 1530 until 0800 Saturday. Saturday duty is from 0800 until 0800 Sunday. Sunday duty is from 0800 until 0800 Monday morning (or until relieved by the BDE S3). If holidays extend the weekend, the duty time is exactly the same as normal weekends (24 hrs) from 0800-0800 until such time the next workday begins.
2. The designated Staff Duty Officer/NCO will report to the Brigade S-3 Office for a duty briefing at 1530 on the last normal work day before duty. The SDO will complete a DA Form 1594 (Daily Staff Journal or Duty Officer's Log) to record all checks to include any discrepancies found as a result of those checks and any significant events during the tour of duty. Either the SDO or the SDNCO must be located in the Brigade Headquarters at all times throughout the tour of duty.
3. The SDO will make continual checks of the Brigade area and maintain periodic contact with the SDNCO. At a minimum, the SDO will accomplish the following:
 - a. Check every company once before and once after midnight.
 - b. Check Gym 5 and all chapels (BAFS and Good Shepherd) after their respective closing times for security.
 - c. Check DFAC 6 for the midnight meal (2230-0045).
 - d. Shoppettes and food facilities in the Brigade Area.
 - e. Check a Swing Shift and Midnight Shift classroom.
 - f. Check along the area between Barton Field and the BN HQ's, DOIM, etc (the entire length of the brigade area).

ATZH-TB

SUBJECT: Policy Letter 16: Brigade Staff Duty

g. Check the parking lot of the permanent party barracks (on Chamberlain Ave. at the light, across the street from the recycling center).

h. Check the area behind the Bowling Alley and the Dinner Theater (behind facilities and in the wood line).

i. Visit the IET Center and check in with the manager (annotate name). Also, check the parking lot in front of the IET Center. Annotate in log approximately how many Soldiers were in the center and how many hanging out in the parking lot area

4. The SDNCO will make continual checks of the Brigade area and maintain periodic contact with the SDO. At a minimum, the SDNCO will accomplish the following:

a. Maintain key control and equipment inventory.

b. Inspect Duty Runners and vehicle.

c. Call for blotter reporters at 0530.

d. Lock front door at once the Brigade Commander leaves the building and unlock front door at 0430 hrs.

5. Upon receiving a Red Cross Message, Information Feeder Report (IFR) and or Serious Incident Report (SIR) from a Battalion, the SDO/SDNCO will annotate the incident in the duty log and ensure that the Battalion Commander is aware of the situation.

6. Upon receiving instructions from the Installation Operations Center, call the following individuals in order until contact has been made: Brigade S3, Brigade S3 SGM, Deputy Brigade Commander and Brigade Command Sergeant Major.

7. If requested to pass along a message to the Battalions, contact each Battalion SDNCO.

"Voice of Victory!.....Faithful Service!"

ATZH-TB

SUBJECT: Policy Letter 16: Brigade Staff Duty

8. If there is inclement weather (ice/snow/flooding), maintain contact with the IOC to receive guidance on workday hours, road closures, etc. No civilian assigned to the brigade is considered "mission essential".
9. Supervise runners and make sure they are alert and in the proper uniform at all times.
10. POC for Brigade Staff Duty is the Brigade S-3, available 24 hrs a day.



FRANK G. PENHA
COL, SC
Commanding

DISTRIBUTION: B

"Voice of Victory!.....Faithful Service!"